

# PROCUREMENT ACCEPTANCE REPORT

SUPPLIER: \_\_\_\_\_

PR NUMBER: \_\_\_\_\_

## ACCEPTANCE METHOD

(Use one or more)

EVALUATION OF SUPPLIER CERTIFICATE OF CONFORMANCE:

☐

ACCEPT

☐

REJECT

☐

N/A

COMMENTS: (Attach additional sheet if necessary)

TECHNICAL VERIFICATION:

☐

ACCEPT

☐

REJECT

☐

N/A

COMMENTS: (Attach additional sheet if necessary)

SURVEILLANCE/AUDIT OF SUPPLIER:

☐

ACCEPT

☐

REJECT

☐

N/A

SURVEILLANCE OR AUDIT REPORT NUMBER(S): \_\_\_\_\_

COMMENTS: (Attach additional sheet if necessary)

REVIEW OF OBJECTIVE EVIDENCE FOR CONFORMANCE TO PROCUREMENT DOCUMENT REQUIREMENTS:

☐

ACCEPT

☐

REJECT

☐

N/A

COMMENTS: (Attach additional sheet if necessary)

☐

SUBSTITUTED MATERIAL  
ACCEPTABLE

REQUIRED DOCUMENTATION IS PRESENT AND ACCEPTABLE. THIS PURCHASE MEETS THE REQUIREMENTS SPECIFIED IN THE PURCHASE REQUEST.

NAME: \_\_\_\_\_

Print name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date